



Voting Information News

May 2007 or Vol. 17, No. 5

Issue Highlights:

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Voting Assistance Officers

"To Do" This Month:

☑ Review and update your Voting Continuity Folder. If you do not have one, start one now. Consider making it an electronic folder and available to other potential VAOs.

☑ Post voting and election information, including this newsletter, the voting news releases and motivational posters on bulletin boards and in unit/installation/ship newspapers to ensure that everyone receives election information in a timely manner.

☑ Visit the FVAP website at www.fvap.gov frequently for information and resources as well as links to other sites related to voting.

☑ Place a copy of this issue in your voting continuity folder.

☑ Check the FVAP website at www.fvap.gov and select "Voting Assistance Tools" for information and tools of interest to VAOs and others providing absentee voting assistance to UOCAVA citizens.

A roundup of voting news from the Federal Voting Assistance Program (FVAP) for voters, potential voters and those who assist voters.

Continuity of Your Voting Assistance Program

The Voting Continuity Folder

Often members of the Uniformed Services and employees of Federal agencies, Embassies/Consulates, and international organizations and corporations, move in and out of Voting Assistance Officer (VAO) assignments in the normal course of their job rotations. Many times new VAOs taking on the voting program for the first time enter their VAO job with little understanding of what they are required to do. For this reason, the FVAP stresses the importance of creating and maintaining a voting continuity folder that can be given to your successor, in addition to using it as a guide in the performance of VAO duties.

The continuity folder will also help you plan for the upcoming elections. Include a copy of your **Service 2006-07 Voting Action Plan** that describes the various phases of the election year and can be used as a guide for your voting assistance program until the 2008-09 plan is released. Your Service Action Plan is available through your Service website (link available from www.fvap.gov), and the DoD Voting Action Plan is available from the Federal Voting Assistance Program website (select Voting Assistance Tools). Because many states are moving their primary dates to February in 2008, an updated continuity folder is even more important to ensure you or your replacement transition smoothly into a new and busy election year.

Also be ready to replace other 2006-07 absentee voting materials with the 2008-09 materials that will be released this fall. Ensure that you include **VAO Training workshop materials** available locally or online. Your folder can also include past good ideas, such as activities held previously that may be repeated as part of your voter outreach activities for 2008.

Your voting continuity files can be in the form of a physical notebook, file folders or even an online community folder, as suggested by an Air Force VAO. It is important that the folder, in whatever format, be made readily available to potential VAOs and assistants.

The Service websites may be of great help when updating or constructing your continuity folder/files. The Navy and Marine Corps websites have posted checklists and survey questions normally used for after action reports but they may also be a helpful tool to include in your folder to prepare for the upcoming elections.

What else does a Voting Continuity Folder Contain?

The continuity folder should provide basic details on absentee voting procedures; contain key election materials, websites or anything that may help your successor perform successfully. The continuity file should also provide the VAO with a quick orientation of his or her voting responsibilities within an organization and Service. It should indicate the duties that will meet the organization's absentee voting needs.

The following lists some of the voting-related materials FVAP suggests you keep in your voting continuity files:

- ☐ Absentee voting forms: the Federal Post Card Application (FPCA SF-76), the Federal Write-In Absentee Ballot (FWAB SF-186) and copies of the online FPCA and FWAB
- ☐ Current Voting Assistance Guide

(Continued on last page)

Help Spread the News! Copy, print and distribute the *Voting Information News* and News Release Subscription Request Form available in this issue.

Voting Assistance Good Ideas from the Services

What Are Absentee Voting Good Ideas?

An Absentee Voting Good Idea is an idea that has proven to be helpful to the citizens you are responsible for providing assistance, and helpful to you in the performance of your duties. Good Ideas are also processes and procedures that have produced excellent results within an organization and have contributed significantly to the mission of the Federal Voting Assistance Program.

As a VAO, the FVAP mission is your mission as well. Your mission has three distinct goals. These are to:

- inform and educate U.S. citizens of their right to vote;
- foster voting participation; and
- protect the integrity of, and simultaneously enhance, the electoral process.

FVAP requests that organizations share their good ideas by sending them up the chain of command or to their Service Voting Action Officer. Contact the Service Voting Action Officer (refer to page 3) for questions on the good ideas posted here.

After each Federal election year, the Services submit an after action report that includes their good ideas. Following is a partial list of voting good ideas submitted in 2006. FVAP encourages VAOs to replicate these practices in their voting plan this year.

Army Good Ideas:

- Provided Web-based training using Eight Army's Website; placed articles in Morning Calm and on Command Channel and the radio; advertised via billboards and website on election day; conducted Voter Registration Drives at the Post Exchange (PX)
- Supported units during their Voter Registration Drives; stationed Voter Registration Booths at all local fairs; posted additional flyers advertising FVAP attached to Humphrey's Bulletin; posted Voting Posters at PX
- Sent out a mass email to all area II US Personnel; emailed Commanders to get VAOs appointed in accordance with Army Regulation AR 608-20
- JRTC and Fort Polk formed partnerships with the Commissary and PX and set up booths and holding Voter Registration Days there; maximized advertisement on marquees at the entrance to the PX; wrote articles for The Guardian, the JRTC and Fort Polk newspapers
- JRTC and Fort Polk also printed up flyers and posted them at all high traffic areas on Post such as banks, the Class 6 Store, Bowling Alley, Movie Theater, Gyms, Recreation Areas, Clubs, Commissary and PX to publicize Special Events in an inexpensive and effective manner

- Adopt the Marine Corps concept of placing banners at main entrances and exits of all army installations
- Incorporated voting assistance program checks into MACOM staff assistance visits to enable the program to run year-round
- Distributed FCPAs during Army and command-wide Personnel Asset Inventories to ensure all soldiers were given the opportunity to participate in the absentee voting process
- Distributed FPCAs during Soldier Readiness Processing and redeployment processing to ensure all soldiers who were OCONUS were able to vote
- Contacted those Soldiers who were returned from deployment due to injuries to ensure they were either given an opportunity to register or to update their mailing address if they had already registered

Navy Good Ideas:

- The USS ABRAHAM LINCOLN VAO and a team of more than 25 Departmental and Divisional VAOs ranging from E-4 to Lieutenant Commander reached out to 3,000+ crewmembers and families with workshops, registration drives, All Hands Calls and Stand Downs
- USS KENNEDY sent a support team to the Commander, U.S. Forces Europe Postal Facility to assist with expediting delivery of over 500 ballots from deployed Sailors. Also, USS KENNEDY led the fleet with an aggressive voter registration campaign utilizing all forms of internal communications, all hands calls, voter registration drives, General Military Training (GMT) video programs and achieved an impressive 100 percent contact and a 72 percent voter registration turnout
- USS Barry utilized every possible communications medium available and provided one-on-one voter registration support to more than 300 crewmembers and families. USS Barry then took its success, kicked it up a notch, and implemented a voter satisfaction survey to ensure no stone was left unturned
- Commander, Naval Reserve Force provided VAO support to more than 85,000 Selected Reserve personnel and families, particularly the thousands of mobilized/recalled members deployed in theater
- Several afloat units and remote commands utilized Video Teleconferencing whenever possible, to increase the number of units and personnel who were briefed on voting information and other unit best practices

Good Ideas (continued)

Air Force Good Ideas:

- Unit Voting Assistance Officers (UVAO) used element, flight, squadron meetings and group commander's calls to get the word out.
- Sent emails and/or made phone calls to members that were on temporary duty assignment or deployed.
- Placed booths at Base Exchange, Commissary, clinic, fitness center, family readiness center, post office and Airmen's dining facility
- Published articles in Base newspaper/bulletin; put voting commercials on Air Force News; had week-long scrolling message on their main gate marquee and placed posters in high-traffic areas
- Ran slideshows on base commander's access (TV) channel; did photo-op of Wing Commander filling out SF 76 that was published in the base newspaper
- Engaged with Communication Squadron on "Media Blitz" to advertise Armed Forces Voters Week with base-wide system log-on banner
- Produced a motivational voting video and presented it during wing and squadron Commander's Calls to educate personnel how "one vote counts", inspiring voters to exercise their right to vote

Marine Corps Good Ideas:

- Conducted unit level training utilizing Power Point presentations for voter awareness; One-on-one training

was conducted upon service member check-in and upon service member request

- All units are required to conduct pre-deployment briefs prior to deployment where each deploying Marine is provided a copy of an FPCA and the opportunity to complete the FPCA prior to deployment
- During Armed Forces Voters Week: Voting information classes were held; voting Registration Booths were setup at Commissaries, Base Exchanges, and Sports complexes; articles were posted in base/unit news papers; units worked with their Key Volunteer Network to get the word out to all family members
- Banners were posted at main gates of Marine bases, encouraging eligible voters to vote and Commanders sent out emails encouraging all to vote
- Advertised the use of programs like Project Vote Smart to assist Marines in gathering unbiased and relevant information about candidates
- Conducted briefings at unit professional military education and safety stand downs
- Disseminated voting information and voting articles via Base Newspapers, all-hands email and command bulletin boards
- Utilized the Key Volunteer Network and the Military OneSource to pass voting information to family members

☑ ☑ ☑

Voting Action Officers

Department of State: Office of Overseas Citizens Services

Chief VAO: Mr. Jack Markey, **tel:** (202) 736-4937, **fax:** (202) 647-6201, **Email:** votinginfo@state.gov
Deputy VAO: Ms. Stefanie Eye, **tel:** (202) 647-5435, **fax:** (202) 647-6201
<http://usinfo.state.gov/dhr/democracy/elections.html>

Service Voting Action Officers

U.S. Dept. of the Army: Mr. Alton Perry **tel:** (703) 325-4530 **DSN:** 221-4530; **fax:** (703) 325-4532
DSN fax: 221-4532, **Email:** alton.c.perry@conus.army.mil,
<https://www.hrc.army.mil/site/Active/TAGD/pssd/psb/votingindex.htm>

U.S. Dept. of the Navy: LT David Truman **tel:** 1-866-U-ASK-NPC (827-5672) (select option 6 from menu),
fax: (901) 874-6825, **DSN fax:** 882-6825, **Email:** vote@navy.mil,
http://www.cni.navy.mil/cnic_hq_site/BaseSupport/CommandStaff/NavyVotingProgram/index.htm

U.S. Dept. of the Air Force: Mr. Gilbert D. Harrison, Jr. **tel:** (210) 565-5000, **toll free:** 1-800 616-3775 (Select options 1, then 1, then 2 from menu), **DSN** 665-5000; **fax:** (210) 565-2543, **DSN fax:** 665-2543;
Email: DPSOOF.VOTINGFUND@Randolph.af.mil; <http://www.afcrossroads.com/VoteFund/Vote/default.htm>

U.S. Marine Corps: Mr. David E. James **tel:** (703) 784-9511, **DSN:** 278-9511; **fax:** (703) 784-9823,
DSN fax: 278-9823; **Email:** david.e.james@usmc.mil
https://www.manpower.usmc.mil/pls/portal/url/page/m_ra_home/MR/Personnel/Voting

U.S. Coast Guard: LTJG Dave Solorzano **tel:** (202) 475-5375, **fax:** (202) 475-5375;
Email: Dave.N.Solorzano@uscg.mil
http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-1/VotingAssistance/Voting_Assistance.htm

Federal Voting Assistance Program

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1155 Defense Pentagon
Washington, DC
20301-1155

PHONE:
(703) 588-1584
DSN 425-1584

FAX
(703) 696-1352
DSN 426-1352

VOTING INFORMATION
CENTER (VIC):
(703) 588-1343
DSN 425-1343

TOLL FREE (VIC and FVAP
staff member):
1-800-438-VOTE (8683)

Visit our website for
international toll-free phone
and fax numbers.

EMAIL:
vote@fvap.ncr.gov

Comments or suggestions on
this newsletter are welcome.

Website:
www.fvap.gov

Vote!

Voting Continuity Folder Content (continued)

- ✉ Voting Information News and Voting News Releases
- ✉ VAO Designation Letter
- ✉ Election Dates Calendar
- ✉ Service or Organization Reporting Requirement Materials
- ✉ Current State Department or Service guidance (directive, instruction, order, etc.) and Voting Action Plan (as applicable)
- ✉ DoD Directives such as 1000.4. (Federal Voting Assistance Program) and 1344.10 (Political Activities by Members of the Armed Forces in Active Duty). Copy of the Hatch Act, Title 5 U.S.C. Sec. 7321 (for Federal Employees overseas)
- ✉ Voting Assistance election website links
- ✉ VAO local phone and email contact list: Include contact information for VAOs in other units, services, organizations and installations near you for future voting assistance activities
- ✉ VAOs stateside: Local county election official contact information to refer local military members for assistance
- ✉ Training materials from workshops
- ✉ Voting assistance good ideas and lessons learned
- ✉ Email messages from Service Voting Action Officer (SVAO), installation VAO (IVAO) or FVAP
- ✉ Services contact information such as phone numbers and email addresses
- ✉ Information and motivational handouts and brochures, such as the *How to Do It! Vote Absentee* brochure or FAQs (available at www.fvap.gov)
- ✉ Miscellaneous emails addressing problem solving and other issues of concern

Many of these materials are available through your normal service supply chain, the Installation Voting Assistance Officer, Service Voting Action Officer or FVAP. You may also download voting assistance materials from the FVAP web site at www.fvap.gov under 'Voting Assistance Tools'. ☑

Moving? Send an FPCA to notify your local election official. Also, send us an email so that you and your replacement can continue receiving this *newsletter*.

Federal Voting Assistance Program
Department of Defense
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Washington, DC 20301-1155



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